

# CHARLES **DARREN GREEN**

701 Ames Drive, Columbia, Missouri 65201 • 573.281.0289 • dg@darrengreen.com

## EDUCATION

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- University of Missouri College of Business** *Columbia, Missouri* **May 2018**  
Bachelor of Science in Business Administration - Management Emphasis  
Recipient of the Human Resources and Multicultural Studies Certificates
- Malden High School** *Malden, Missouri* **May 2014**

## EXPERIENCE

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- Mizzou Admissions** *Columbia, Missouri* **2019 - Present**  
*Admissions Specialist*
  - Meet with prospective students and families about the admissions process, college planning and financial aid.
  - Serve as the primary recruiter for southern Missouri and Arkansas, traveling regularly for school visits.
- First State Community Bank** *Columbia, Missouri* **2018 - 2019**  
*Assistant Market Sales Manager*
  - Helped clients achieve their financial goals by recommending products and services based on their needs.
  - Responsible for supervising, training, and scheduling staff and reporting progress to regional directors.
- MU Healthcare** *Columbia, Missouri* **Spring 2018**  
*Junior Recruiter and Human Resources Intern*
  - Managed preliminary interview processes using programs such as Taleo, PeopleSoft, and Indeed.
  - Screened, interviewed, and on-boarded several employees for various department positions.
- Office of New Student Programs** *Columbia, Missouri* **2015 - 2016**  
*Summer Welcome Leader and Student Coordinator*
  - Selected as one of 36 student leaders to develop and coordinate Mizzou's freshman orientation program.
  - Promoted to Student Coordinator the following year to select, train and supervise the next group of leaders.
- Creative Design Group** *Malden, Missouri* **2005 - 2014**  
*Website Editor & Office Assistant*
  - Edited websites for stylistic and grammatical errors; assisted design team with copy writing assignments.
  - Managed billing accounts using Peachtree and Quicken software.

## INVOLVEMENT

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- Boy Scouts of America** *Eagle Scout, Member of the Order of the Arrow*
  - Served as an assistant Scout Master and assisted younger Scouts with Eagle Project planning.
- The Delta Chi Fraternity** *Associate Member Class President, Executive Board Member*
  - 2014, 2016 Mizzou Homecoming winners; raised thousands of dollars for the Jimmy V. Foundation.
- National Beta Club** *2014 National and Missouri State President*
  - Keynote speaker at 13 state conventions; statewide oratory champion, national runner-up.